



## COVID-19 Emergency Operations Center

SOP No: MS-142  
Date of Last Revision: 04/08/22

# Standard Operating Procedure PPE Storage

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## Subject: PPE Storage at Medical Shelter Sites

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### 1. Introduction

The purpose of this Standard Operating Procedure (SOP) is to provide guidance to Medical Shelter Site Management on properly storing personal protective equipment (PPE) at Medical Shelter sites.

### 2. Procedures

- **General**

- All PPE must be stored in a clean, dry and sanitary condition, ready for usage.
- PPE should be stored in a climate controlled environment, avoiding any extreme temperatures
- Keep PPE in original packaging until ready for usage.
- Maintain 3 – 6 months of PPE for any emergencies.
- Consult with your Infection Prevention Advisor for any additional guidance.

- **Storage**

- Provide a secure, access-restricted environment to store all PPE. Allow for one manager or tech to maintain and manage storage of all PPE. This will assist in reordering PPE.
- Organize all boxes on pallets or shelves according to type and size.
- All boxes must be elevated from the floor and must not exceed one foot of space from the ceiling in height.
- Label all shelves according to product type.

### **3. References**

- SOP 105 – Biowaste
- SOP 144 – Donning / Doffing Areas